

## SELF SERVICE CENTER

### INSTRUCTIONS: HOW TO RESPOND TO A PETITION FOR LEGAL SEPARATION WITH CHILDREN

#### COMPLETING YOUR WRITTEN RESPONSE TO THE PETITION:

##### STEP INSTRUCTION

- A** Type or print with black ink only.
- B** Make sure your form is titled RESPONSE TO PETITION FOR LEGAL SEPARATION WITH CHILDREN.
- C** In the top left corner of the first page, fill out the following: Your name; address (if not protected); city, state and zip code; telephone number; and your ATLAS number, if you are receiving or have received AFDC from the Arizona Department of Economic Security. Then state whether you are representing yourself or whether an attorney represents you.
- D** Fill in the name of Petitioner and Respondent exactly the same way as it looks on the Petition. Do this for every document you file with the court regarding this case from now on.
- E** Use the case number that is stamped in the upper right-hand corner of the Petition. Do this for all documents you file with the court regarding this case from now on.

#### STATEMENTS MADE TO THE COURT UNDER OATH:

##### GENERAL INFORMATION:

- 1. ABOUT MY SPOUSE, THE PETITIONER.** Fill in your spouse's (the Petitioner's) name, address (if not protected), date of birth, social security number occupation, and length of time domiciled (lived) in this state. This is basic information about the Petitioner.
- 2. ABOUT ME, THE RESPONDENT.** Fill in your name, address, date of birth and social security number, occupation, and length of time domiciled (lived) in this state. This is basic information about YOU, the Respondent.
- 3. ABOUT OUR MARRIAGE.** This is general information about your marriage. Fill in the date that you were married, and the city and state where you were married.
- 4. ABOUT THE LEGAL SEPARATION.** Check one box only to tell the judge that you want to be legally separated, or that you do not want to be legally separated but that you want to be divorced. If you or your spouse have lived in Arizona for more than 90 days prior to filing the "**Petition for Legal Separation**" the judge has the discretion to change the "**Petition for Legal Separation**" to a "**Petition for Dissolution of Marriage (Divorce)**" if one of the parties believes the marriage is over and wants a divorce instead of a legal separation.

**PROPERTY AND DEBTS:** The information you give in paragraphs 5 and 6 tells the court about your property and debts and how you think property and debts should be divided. Community property is generally any property you and your spouse purchased during your marriage or that was paid for during the marriage, regardless of who uses the property or who actually paid the money. Unless property was a gift or inheritance, all property gotten during the marriage is community property, and both you and your spouse are entitled to a roughly equal share of

this property. Community debts, likewise, belong to both people, regardless of who spent the money. If you have questions, or have a lot of community assets, you may want to consult an attorney regarding issues of community property and debts BEFORE filing your Response and other papers.

It is very important that you be specific in your responses about the property and debt. Describe the property and debt that should go to or be paid by you in detail and describe the property and debt that should go to or be paid by your spouse in detail. Never list an item and check both the Petitioner and the Respondent box.

**5a COMMUNITY PROPERTY.** If you and your spouse do not have any community property from the marriage, mark the first box. If you had property together, check the second box. If you checked the second box, you will then tell the court first what property should go to you and second, what property should go to your spouse. Generally, the court will try to divide the property 50-50, unless there are good reasons not to. Realize that it is unlikely that the court will give most or all of the property to either spouse, so try to put some thought into what you think would be a fair split before answering this question.

First, you will list the property that you want the court to award to you. Next you will list the property that you want the court to award the Petitioner. Put a mark in the boxes corresponding to which property you want to go to which person. You should describe the property as thoroughly as you need to for identification purposes. You can use the brand name and model where applicable, as well as serial numbers.

**Types of property include:**

- a) Real estate (property or home). Mark who you want to get the property. You can ask the Court to give you the home, to give it to your spouse, or to sell the home and divide the proceeds. You should write the complete address of the property under "Real estate located at." Most property also has a legal description such as "LOT 77, PINE TREE ACRES, according to Book 111 of Maps," etc. You should use this description, which will appear on your deed papers, if you have it. Cemetery plots are also considered real property.
- b) Household furniture. This includes sofas, beds, tables, etc.
- c) Household furnishings. This generally includes other things in the house other than furniture, e.g., dishes, small appliances, rugs, etc.
- d) Other items (explain). List the things that you specifically want to go to one person or another that have not already been listed.
- e) Pension/retirement fund/profit sharing/stock plan. You and your spouse each generally have a right to a one-half interest in any spouse's plan, ONLY for the number of years you were married. The longer you have been married, the greater your financial interest in a spouse's plan, up to 50 percent if you have been together the whole period of the plan. Mark this box if you want to divide your interest in a retirement or profit sharing/retirement/401K plan. If you mark this box, you should see an attorney about a document called a Qualified Domestic Relations Order or QDRO. A QDRO is a very specialized legal document that requires a professional's assistance to prepare. To find out what the actual cash value and present day value of the pension plan is, you may want to consult with an accountant experienced in valuing pension plans.
- f) Motor vehicles. List the vehicle identification number, the year and make of car (Ford, Chevrolet) and the model (Mustang, Camaro), etc.

**5b**            **SEPARATE PROPERTY.** If you do not have any separate property, mark the first box. If your spouse does not have any separate property, mark the second box. If you have separate property, check the third box. If your spouse has separate property, check the fourth box. Then describe the property and who should get the property. Separate property is usually property an individual had prior to the marriage. Separate property also includes gifts, devises, and inheritances. There are other times that property can be separate property so it is always a good idea to talk to a lawyer before you fill out this or any court papers.

**6a**            **COMMUNITY DEBTS.** If you and your spouse do not owe money on any debts from the marriage, mark the first box and GO ON. If you did have debt, mark the second box. If you mark the second box, tell the court first which debts the Petitioner should pay and then which debts you should pay. Generally, the Court will attempt to make a fair split of the debts, and if you get the property that money is owed on, you probably will also be given the debt. It is unusual that the Court will order one person to pay all the debts. Think about what is a fair split of the debts before answering this question. Put enough information to identify the specific debt.

If you and your spouse have been separated and have acquired new debts on your own before filing for legal separation or divorce, you may want the Court to Order that each of you pay for any new debts you have gotten after the date you separated. You can make this request on the page of your Response under "Community Debts."

**6b**            **SEPARATE DEBTS.** If you and your spouse do not have separate debt, check the first box. If you have separate debt, check the second box. If your spouse has separate debt, check the third box. Then describe the debt and who should pay for it. Separate debt is usually debt acquired prior to the marriage.

**7.**            **TAX RETURNS.** Mark this box if this is how you want to handle income tax refunds. If you want some other arrangement, write that in instead. It is always a good idea to talk to a lawyer and an accountant about your taxes.

**8.**            **SPOUSAL MAINTENANCE/SUPPORT.** Spousal maintenance/support is the term used to describe money paid from one spouse to the other spouse as part of a Divorce or Legal Separation Agreement or Order. You may know the term as alimony. The money is designed as a safety net for a spouse who cannot provide for his or her needs or who meets other requirements listed. The idea behind spousal maintenanc/support (alimony) is that accomplishments during your marriage, including increases in earning potential and living standards are shared and earned by BOTH parties to a marriage. Look at the list of boxes to see if any of these apply to you or your spouse. If so, you can decide to make a request that spousal maintenance/support be awarded to the appropriate party or that spousal maintenance/support not be awarded at all. Mark as many boxes as apply to your situation. If none apply, go on with the form. Spousal maintenance is paid separate from child support and is NOT a substitute for or a supplement to child support.

**9.**            **PREGNANCY.** Check the box that tells the Judge whether the wife is pregnant or not and fill in the information requested if wife is pregnant.

**10.**          **DOMESTIC VIOLENCE.** This tells the Court if domestic violence was in the marriage and affects a request for joint custody, (if you intend to ask for joint custody). If you are not sure what domestic violence means, see the first page of the document entitled "Helpful Information: How to Respond to a Petition for Legal Separation with Children." Then, check the box that applies to your

situation If domestic violence has not occurred and your spouse agrees with you, go to paragraph 10. Because you are responding to what your spouse asked for in the Petition, you should now summarize for the Court how Domestic Violence is different from what your spouse said about Domestic Violence.

- 11. CHILDREN OF THE PARTIES WHO ARE LESS THAN 18 YEARS OF AGE.** Write the names of any children under age 18 born to you and your spouse during your marriage or adopted by you and your spouse. Include the child's social security number, birth date, and current address. If you do not have any children, you should be using the Response Packet Without Children.
- 12. WRITTEN CUSTODY AGREEMENT.** Check this box **ONLY** if you and your spouse have a written agreement regarding custody, parenting time (visitation) and child support that **both of you signed BEFORE** you filed the Response to the Petition for Legal Separation. If you have only discussed these issues and do not have a written agreement, do **NOT** check this box. Attach a copy of the written agreement if you have a copy.
- 13. SUMMARY OF WHAT I SAY THAT IS DIFFERENT FROM WHAT MY SPOUSE ASKED FOR IN THE PETITION.** Since you are responding to what your spouse asked for in the Petition, you should now summarize for the judge how what you say is different from what your spouse said in the Petition.
- 14. CONCILIATION.** Here you must state that the conciliation requirements under Arizona law, A.R.S. 25-381.09 do not apply or have been met. The Court has a service called Conciliation. Conciliation allows you to meet with trained professionals to resolve the issues of your marriage or the issues in dispute. You must agree that conciliation would not be helpful to you and your spouse, or that you have gone to conciliation.
- 15. CHILD CUSTODY JURISDICTION.** You are stating that the court has or does not have jurisdiction or the authority to decide child custody under Arizona law because the children have or have not lived in Arizona for at least 6 months before this Petition was filed. If you have children who are common to you and your spouse and you are now filing for legal separation, generally, you should have lived in the State of Arizona with the children for at least 6 months, or Arizona must be the children's primary place of residence before your spouse files for legal separation. If you have questions regarding this requirement or other reasons why the court may not have jurisdiction, see a lawyer for help. Then check one box.
- 16. GENERAL DENIAL:** This tells the court that even if you did not answer each and everything said in the Petition, you deny what you did not address. This is extra protection for you.

**REQUESTS TO THE COURT:** This section of the Response formally requests that the court grant or not grant you and your spouse the legal separation, and tells the Court other requests you are making:

- A LEGALLY SEPARATE OR CHANGE TO DIVORCE.** This is your request to be legally separated from your spouse, or if you do not want to be legally separated, but want a divorce from your spouse instead. See a lawyer for help on this, if you are not sure.

**B SPOUSAL MAINTENANC/SUPPORT (ALIMONY).** This tells the court that you or your spouse should pay money to the other spouse on a monthly basis to help with living expenses. If you do want one party to receive spousal maintenance, check the Petitioner or Respondent box, the monthly amount, and the time period. If you do not want spousal maintenance ordered, do not mark anything, GO ON.

(You can only mark a box here if you marked the same box in the section above). If you request spousal maintenance, choose what you believe to be a reasonable monthly amount and tell the court how long the money should be paid. Base the amount of any request based on the receiving party's need and the income of the spouse paying this money. Remember, spousal maintenance is not a substitute for, or a supplement to, child support that may be ordered.

**C COMMUNITY PROPERTY.** This tells the court that your requested division of the property is fair, and that the Court should divide the property as requested by you in your Response.

**D COMMUNITY DEBT.** This tells the court that your requested division of the debts is fair, and that the court should divide the debts as requested by you in your Response. If you have been separated from your spouse for enough time that you or your spouse may have additional debts, write the date of separation on the line provided if you want each of you to pay the debts you caused after you separated.

**E SEPARATE PROPERTY AND DEBT.** This states you want you and your spouse to keep property you each owned before you were married or that is separate property, and to pay debt that was acquired before you were married or that is separate debt.

**F CHILD CUSTODY AND PARENTING TIME (VISITATION)**

**F.1. SOLE CUSTODY OF CHILDREN AND PARENTING TIME.** If you want sole custody, check the box that applies, including the parenting time you are asking for. Tell the Court whether you want custody of the children to go to your spouse (the Petitioner) or you (the Respondent).

**PARENTING TIME:** Check only one box. You can ask that the non-custodial parent (the parent having physical custody of the child less than 50% of the time) have one of the following types of parenting time (If you want to know more about custody and parenting time read the Parenting Time Guidelines that you received with your packet):

**Reasonable parenting time.** This suggests an amount of parenting time appropriate to the age of the child. The Court offers suggested amounts of visitation, but the amount can vary by agreement of both parents.

**Supervised parenting time to the non-custodial parent.** You should request supervised parenting time if the non-custodial parent cannot adequately care for the children without another person present. You may request this if the person not having custody abuses drugs or alcohol; is violent or abusive; or, does not have the parenting skills to care for a child without another adult present. Remember, supervised parenting time is not intended to punish the parent, but to protect the child.

**No parenting time to the non-custodial parent.** You should mark this option only if the non-custodial parent has seriously harmed, abused, or otherwise is a serious danger to the child's physical and emotional health, or if there is a criminal Court Order stating no contact between the child and the non-custodial parent. You may use this as a last resort to protect the child.

**OR**

**F.2. JOINT CUSTODY:** If you are asking for joint custody, you must file a Joint Custody Agreement/Parenting Plan signed by both parents that the court must approve.

**G CHILD SUPPORT:** Tell the court who you think should pay child support. The person who has custody of the child(ren), or who has physical care of the child(ren) more than 50% of the time, is the person who should receive the support. The other spouse, often called the "non-custodial" parent, must pay the support. The income of the parties generally determines the amount of the support according to court guidelines. You must check only one box.

**H INSURANCE AND HEALTH CARE EXPENSES FOR CHILDREN:** Check only one box. Tell the Court which parent should provide insurance for the children. Whichever parent has the most affordable insurance plan available through work, generally should pay for insurance. Adjustments can be made to child support to reflect the costs of insurance for the children.

**I TAX EXEMPTION:** Decide how you and your spouse will declare the tax dependency exemptions, for which children, for which years. Federal Tax law also determines this for you. If you are not sure, see a lawyer or an accountant for help.

**J OTHER ORDERS.** Tell the court anything else you may want Ordered in your Legal Separation that has not been covered elsewhere in your Response.

**OATH AND VERIFICATION OF RESPONDENT:** Sign this form in front of a notary. By doing so you are telling the court that everything contained in the Response to Petition for Legal Separation is true. Then write in the date you sent your Response to the other party or his or her attorney if represented by an attorney, and the address you mailed the Response to.

**RESPONSE TO CHILD SUPPORT INFORMATION FORM:** This form must be completed if you have minor children, and are filing a Response for Legal Separation with children. If all the children born to or adopted by both you and your spouse are older than 18, you do not need to fill out this form. This form will be used by the Court to set up a temporary child support schedule that will be used until you receive your final legal separation papers. If you have other temporary orders that you need such as child custody, parenting time (access), review the Self-Service Center packet on temporary orders.

- 1. INFORMATION ABOUT MY SPOUSE, the Petitioner.** List your spouse's complete name including middle initial (if any), address, social security number, date of birth, job title, and employer's name, address and telephone number, if he/she is employed.
- 2. INFORMATION ABOUT ME, the Respondent.** List your name (including middle initial), address, social security number, date of birth, job title, and your employer's name, address and telephone number, if you are employed.
- 3. INFORMATION ABOUT THE MARRIAGE:** List the date of your marriage.

4. **INFORMATION ABOUT YOUR CHILD(REN):** List the name, social security number and birth date for each child who is less than 18 years of age and is common to both of you. (This includes children born to or adopted by both you and your spouse.) Also indicate each child's current address and whether the child currently lives with mother or father.
5. **ACCESS.** Write in approximately how many days each week the **other** parent sees the child(ren) and how much time each day the **other** parent spends with the child(ren).
6. **MEDICAL INSURANCE.** Check the box to show who provides medical insurance for the child(ren). Write in the amount it costs each month for the medical insurance premium. You should only include the amount of the premium for the child(ren). If you do not know how much medical insurance costs for the child(ren), list the amount each parent pays toward medical insurance each month and tell how many people (including yourself) are covered by the insurance policy.
7. **DAYCARE.** Check the box to show whether or not the child(ren) require day care. Then, check the box to show who pays for it. List the amount that Mother or Father pays each month. If the amount changes from one month to another, list the amount that Mother or Father pays over the entire year and divide this amount by 12.
8. **INFORMATION ABOUT SPOUSAL MAINTENANCE/SUPPORT.**
- A. Check the box to show whether Mother regularly pays spousal maintenance/support. If so, list the amount Mother pays each month.
  - B. Check the box to show whether Father regularly pays spousal maintenance/support. If so, list the amount Father pays each month.
9. **INFORMATION ABOUT INCOME.**
- A. Write in the amount of Mother's total gross monthly income. This is the amount Mother earns before deductions and taxes are taken out. If you do not know this amount, please provide either last year's federal income tax return and W-2 statements or copies of Mother's last three pay stubs, if you have them.
  - B. Write in the amount of Father's total gross monthly income. If you do not know this amount, please provide either last year's federal income tax return and W-2 statements, or copies of Father's last three pay stubs, if you have them.
10. **INFORMATION ABOUT OTHER CHILDREN.**
- A. Check the box to show whether or not Mother pays court ordered child support for any other children. If so, list the total amount Mother pays each month.
  - B. Check the box to show whether or not Father pays court ordered child support for any other children. If so, list the total amount Father pays each month.
  - C. Check the box to show whether or not Mother supports any other natural or adopted children besides those already listed in this form. If so, state how many, their names, ages and dates of birth.
  - D. Check the box to show whether or not Father supports any other natural or adopted children besides those already listed in this form. If so, state how many, their names, ages and dates of birth.
11. **OTHER CHILD SUPPORT ORDERS.** Check the box to show whether there are any other child support orders in effect for any of the children listed on this form. For each child support order, give the name of the child who is affected, the name of the court which issued the order, and the case number for the case.
12. **PREGNANCY.** Check the box to show whether the wife is pregnant or not, and then enter whether you and the other party are the parent of the child.

13. **SUMMARY.** Describe what is different from what your spouse asked for in the child support information form and what you think you should have.
14. **CHANGE OF ADDRESS.** It is very important for you (Petitioner and Respondent) to keep the court informed of your most current address. This means that if the address information on this form is incorrect or if you change addresses, you must contact the Clerk of the Court and give them your new or current address. Change of Address forms can be obtained at the Self-Service Center located at both courthouse locations: 101 West Jefferson, Phoenix, Arizona, or 222 East Javelina, Mesa, Arizona, or on the Internet at [www.superiorcourt.maricopa.gov/ssc/sschome.html](http://www.superiorcourt.maricopa.gov/ssc/sschome.html).
15. **SIGN THE DOCUMENT.** Remember that this is a legal document and that you are swearing or affirming that all of the information that you have provided is true and correct. Include the date when you sign the document. Then sign your name.
16. **IMPORTANT INFORMATION.** This document helps the court determine the amount of temporary child support. Temporary child support is subject to the discretion of the judicial officer. This means that the judicial officer does NOT have to accept your agreement. The amount of temporary child support may be changed at any time. In addition, any change in temporary child support may be retroactive. This means that the child support can be assessed back to the time that you filed this information with the court.

**PARENT INFORMATION PROGRAM.** Remember to attend the Parent Information Program class. For further information see the Order and Notice to Attend the Parent Information Program class you should have received from the Petitioner. If you did not receive this information, the Self-Service Center has the form.

### **OTHER COURT PAPERS:**

1. **Parenting Plan.** Read the Maricopa County Parenting Time Guidelines to help you prepare this document.
2. **Parent's Worksheet for Child Support.** Read the Instructions on how to fill out the Parent's Worksheet to help you prepare this document.
3. **Child Support Order.** Read the Instructions on how to fill out the Child Support Order to help you prepare this document.
4. **Affidavit of Minor Children.** There are no instructions that go with this document. You must fill out this document. Fill in the information requested on the form.